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ABSTRACT

The Martin campus of the University of Tennessee is primarily an instructional unit that recognizes and accepts significant responsibilities for research and public service. The 1974 faculty handbook contains a description of the roles of the university system and the history of the Martin campus and its academic programs as well as its governance and organization. Faculty personnel policies are detailed including academic freedom, responsibility, and tenure; appointment; rank; salaries; promotions; terminations; leaves; teaching load; faculty organizations; official travel; fringe benefits; and outside speakers. Student-faculty relationships are outlined and facilities and services available are listed. (JMF)

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THE UNIVERSITY OF TENNESSEE AT MARTIN

FACULTY HANDBOOK

Revised 1974

HE 007 365

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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THE UNIVERSITY OF TENNESSEE

AT MARTIN

FACULTY HANDBOOK

Revised Edition

Martin, Tennessee

June 20, 1974

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FOREWORD

In 1969, statements of policies and procedures affecting the individual faculty member at The University of Tennessee at Martin were compiled for the first time into a faculty handbook designed particularly for use on the Martin campus. During the summer of 1970, the first edition of the handbook was revised. A second revision was completed with the assistance of the Academic Senate and an ad hoc committee of the Senate in the spring of 1974. This revision was approved by the Board of Trustees on June 20, 1974. It is presented with the hope that it will be useful to all members of the family.

The statements in this handbook are based upon legislative acts of the State of Tennessee, directives issued by the Board of Trustees, faculty enactments, and administrative policies and procedures. A conscientious attempt has been made to make the information in this handbook as nearly accurate as possible. However, legislation, policy statements, and procedural directives have in some cases been paraphrased and abbreviated. For more detailed information, the reader is urged to check with appropriate sources.

Although this edition of the handbook contains significant revisions, other revisions will undoubtedly need to be made from time to time. Consequently, any suggestions for improvement will be appreciated.

CHAPTER I

THE UNIVERSITY

History

Chronological Background

Hall-Moody Institute - 1900
Hall-Moody Normal School - 1917
Hall-Moody Junior College - 1921
The University of Tennessee Junior College - 1927
The University of Tennessee Martin Branch - 1951
The University of Tennessee at Martin - 1967

Role in the University System

The University of Tennessee at Martin is a primary campus of The University of Tennessee system. In broad reference, its role and function are similar to those of the University: instruction, research, and public service. But in terms of emphasis and focus, the Martin campus is primarily an instructional unit. However, it recognizes and accepts significant responsibilities for research and public service.

As a unit of The University of Tennessee system, the Martin campus reflects the solid traditions of excellence that have made the total University famous throughout the world as a center of instruction, research, and public service. The Martin campus places special emphasis on excellence in undergraduate education.

The University of Tennessee, building on its distinguished past, anticipates a dynamic future. The University of Tennessee at Martin, an integral part of the University system, shares this great tradition and high expectation for the future.

Academic Programs

The University of Tennessee at Martin provides superior quality undergraduate instruction in a wide range of disciplines to students drawn from broad areas of the State. At present, The University of Tennessee at Martin offers programs of study leading to the bachelor's degree in approximately 50 specialized fields. The four-year degree programs are offered through the Schools of Agriculture, Business Administration, Education, Home Economics, and Liberal Arts, and the

independent Department of Engineering and Engineering Technology. UTM also offers the first two years of Engineering in 11 major curricula, 12 pre-professional programs through the Schools of Agriculture and Liberal Arts, and an associate of arts degree program in Nursing.

In addition to the above degree programs, UTM offers two master's degree programs. One of these is in Home Economics; the other is in Education, with majors in curriculum and instruction, educational psychology and guidance, and educational administration and supervision.

Physical Facilities

The physical plant of The University of Tennessee at Martin -- its land, buildings, and equipment -- has a value estimated in 1973 at $33,000,000. A total of 26 major buildings, over 900 acres of land, over 158,000 library books and periodicals, and various items of furniture and equipment constitute the physical plant. The 700-acre farm which adjoins the 225-acre campus is a research unit of The University of Tennessee Agricultural Experiment Station.

CHAPTER II

ORGANIZATION AND GOVERNANCE

Governance of The University of Tennessee

Provisions for Governance

The governance of the University is provided for by charter provisions and by-laws. The charter provisions, for the most part, represent the legislative acts relating specifically to the organization and structure of The University of Tennessee. The by-laws were developed from Tennessee Code Annotated, The Official Code of Tennessee and from policy decisions of the Trustees.

The Board of Trustees

The governing body of the University is a Board of Trustees consisting of the following persons: The Governor of the State, the Commissioner of Education, the Commissioner of Agriculture, the Executive Director of the Tennessee Higher Education Commission (as a non-voting member), and the President of the University, all of whom are ex officio members; one Trustee representing each Congressional District of the State; two Trustees representing Knox County, two representing Shelby County, one representing Anderson, Bedford, Coffee, Franklin, Lincoln, Moore, and Warren Counties. At least one member must be a woman and, effective July 1, 1974, a student member was added to the Board of Trustees. The student member is appointed by the Governor and serves for a term of one year; these annual appointments are rotated among the five campuses of the University in the following order: Knoxville, Martin, Chattanooga, Memphis (Health Sciences Center), and Nashville. At least one-third of the appointive members must be members of the principal minority political party in the state; and at least one third must be alumni of The University of Tennessee.

The Board of Trustees, which is the governing body of The University of Tennessee, has full and complete control over its organization and administration, as well as its constituent parts and its financial affairs. The responsibilities of the Board are as follows:

1. To establish policies controlling the scope of the educational opportunities to be offered by the University and also policies determining its operation in general; however, the planning and development of curricula is the function of the faculties;

2. To have full authority to determine and control the activities and policies of all organizations and activities that bear, or that may be carried under, the name of the University;

3. Not to undertake to direct matters of administration or of executive action except through the President; and

4. To control the election, appointment and removal of all officers, faculty, and employees of the University and the fixing of their compensation. At its annual meeting, the Board elects and fixes the compensation of the President and of all other executive and administrative officers and the members of the faculties; and fixes the compensation of all other employees as it may deem necessary for the proper operation and management of the University. All such elections shall be for one year or during the pleasure of the Board. Appointments for special purposes for a lesser period may be made.

Responsibilities of the President

The President is the chief executive officer of The University of Tennessee. He exercises complete executive authority over the institutions comprising The University of Tennessee, subject to the direction and control of the Board of Trustees.

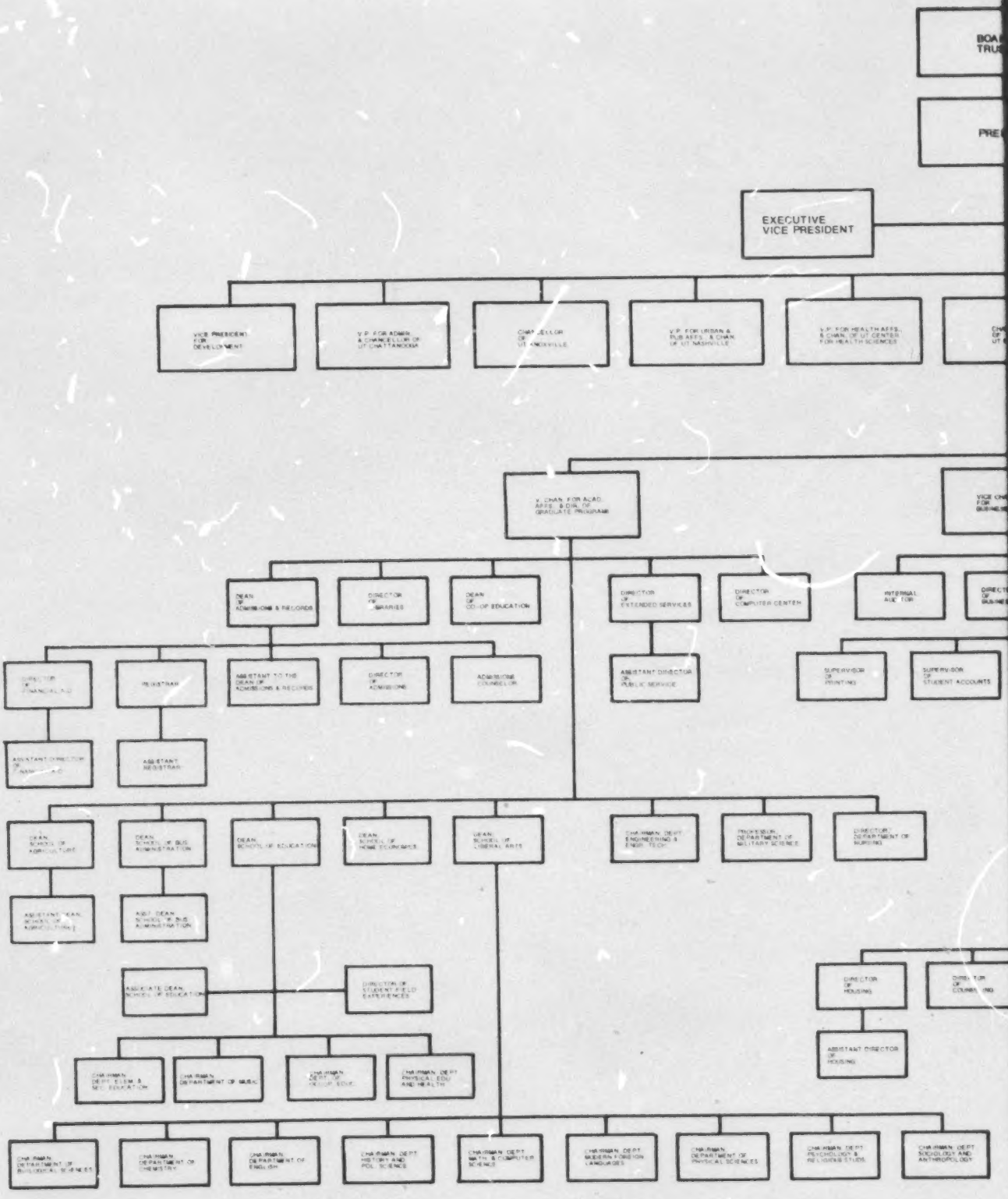
The President is the primary spokesman for The University of Tennessee to the alumni of the institution, the news media, the educational world, and the general public. He initiates and administers University policies, speaks for the University as its official head, and coordinates all activities of each campus of the institution directly or through his designated representatives.

The President formulates the educational and administrative policies of The University of Tennessee and performs all duties prescribed by the Board of Trustees.

The President makes nominations for all personnel appointments and all recommendations for promotions, salaries, transfers, suspensions, and dismissals of administrative, academic, and non-academic staff members of the institutions comprising The University of Tennessee.

The President is the leader and coordinator of all institutions of The University of Tennessee and promotes the general welfare and development of the University in its several parts and as a whole. The faculties, staffs, or students or any member thereof have the right of appeal from the Chancellor to the President. The channel for official communications between the President and the several institutions in all matters is through the Chancellors.

The President establishes an administrative organization to execute policies of The University of Tennessee. In the execution of his duties and responsibilities, the President may delegate to subordinate officers portions of his duties, but this action shall not reduce the President's responsibility.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V.P. FOR URBAN & PUB AFFS. & CHAN. OF UT NASHVILLE
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DEAN, SCHOOL OF BUS. ADMINISTRATION
DEAN, SCHOOL OF EDUCATION
DEAN, SCHOOL OF HOME ECONOMICS
DEAN, SCHOOL OF LIBERAL ARTS
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PROFESSOR, DEPARTMENT OF MILITARY SCIENCE
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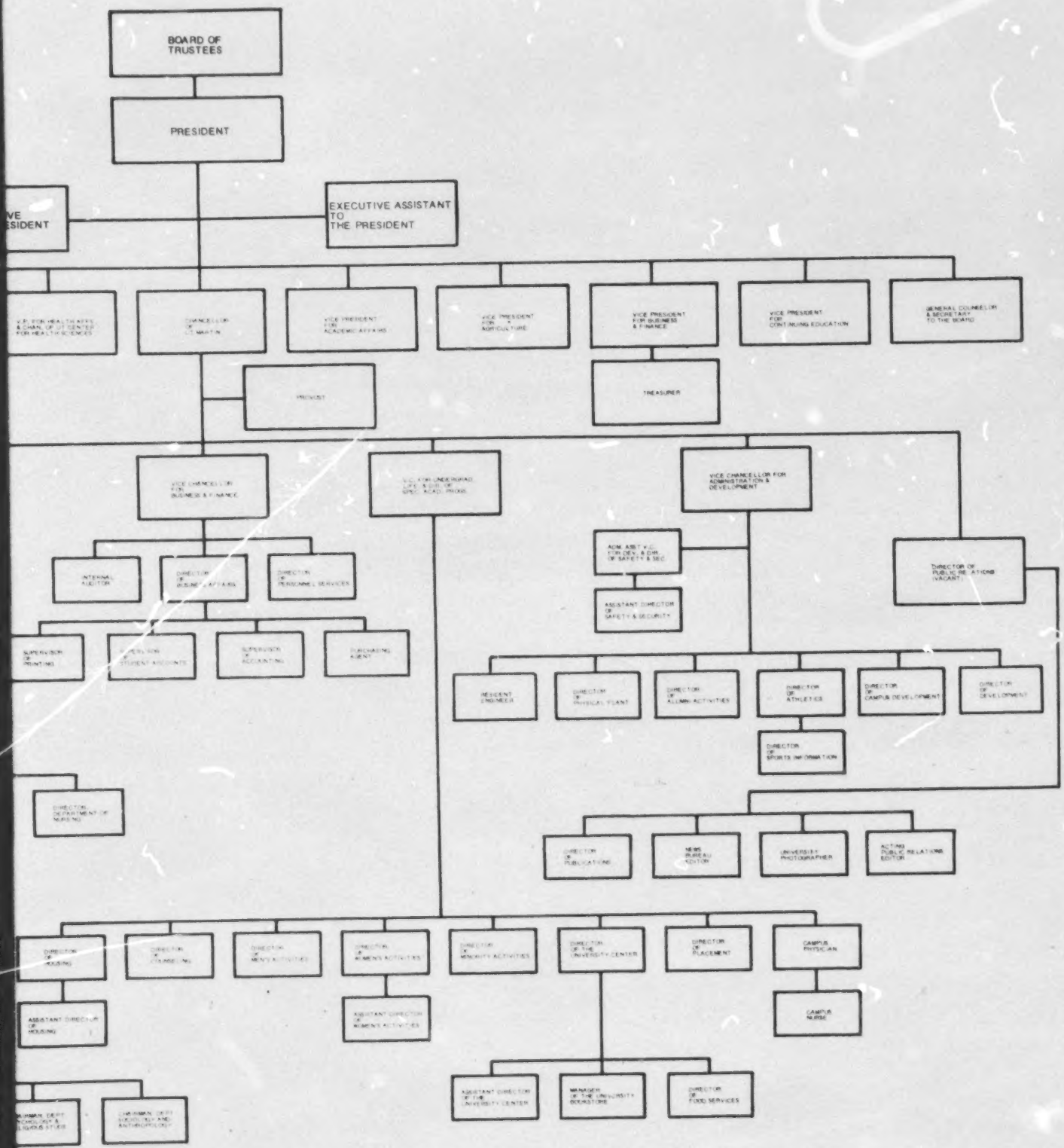
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DIRECTOR OF ATHLETICS
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CAMPUS PHYSICIAN
ASSISTANT DIRECTOR OF HOUSING
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CAMPUS NURSE
ASSISTANT DIRECTOR OF THE UNIVERSITY CENTER
MANAGER OF THE UNIVERSITY BOOKSTORE
DIRECTOR OF FOOD SERVICES

JUNE 1974
THE
UNIVERSITY OF TENNESSEE
AT MARTIN
CHART OF ORGANIZATION
DRAFT

The Campuses of the University

The instructional programs of the University are conducted chiefly on five primary campuses, located at Chattanooga, Knoxville, Martin, Memphis, and Nashville. The offices of the President and other officials of the University system are located at Knoxville.

Governance of The University of Tennessee at Martin

Responsibilities of the Chancellor

The Chancellor is the chief administrative officer of the campus. He is fully responsible for the administration and management of the campus subject to the general supervision of the President and coordinate relationships with the Vice Presidents. The Chancellor directs instructional, research, service, student, development, finance and business, and athletic programs on the campus within general policies established by the President and the Board of Trustees. He recommends to the President the appointment of personnel on campus. He recommends major policy and operational changes in the areas of academic affairs, student affairs, business and finance, and development to the President for review and consideration prior to enactment.

Administrative Organization

Chart I attached to this chapter shows the general administrative organization of The University of Tennessee at Martin. Recommendations regarding employment of new faculty, promotion, tenure, salaries, retention or non-reappointment of non-tenured faculty, budgets, travel authorizations and all other responsibilities defined by or assigned to the Chancellor are transmitted to that office along the administrative lines indicated in this chart.

Administrative Committees

There are a number of campus-wide committees. Certain standing committees are appointed by the Chancellor with the advice of a Committee on Administrative Committees. Certain committees are appointed in accordance with guidelines set up by action of the Board of Trustees. Ad hoc committees may be appointed from time to time in response to specific needs. The Academic Senate also has a number of standing committees. The following is a list of administrative committees as of 1974; a list of Senate committees will appear in a later section.

Athletics Board
Bookstore Committee
Campus Speaker Committee
Careers and Placement Committee
Community-Campus Cooperation Committee
Computer Services Committee
Employee Relations Board, Council, and Committees
Faculty Committee on Administrative Committees

Faculty-Student Disciplinary Board
Food Services Committee
Graduate Council
Housing Committee
Human Relations Committee
Military Affairs Committee
Organizations Board
Physical Planning Committee
Publications Committee
Public Service Committee
Registration Committee
Research Committee
Residency Appeals Committee
Safety Committee
Scholarship and Financial Aids Committee
Student Recruitment Committee
Traffic and Parking Authority
Traffic Appeals Board
University Center Board
University Council
University Voluntary Service Bureau Committee
Women's Rights and Roles Committee

Faculty Governance

Annual Meeting

The faculty holds an annual meeting at the beginning of the fall quarter each year. Other meetings may be called if sufficient demand exists.

Academic Senate

The faculty delegates to a representative body, called the Academic Senate, the transacting of most of its business. This body, as currently constituted, was approved by the Board of Trustees on June 15, 1972. The authorizing resolution is as follows:

"WHEREAS the Faculty of The University of Tennessee at Martin has exercised through faculty meetings and committees certain functions related to the development of the educational policies of the University;

"WHEREAS these functions can be more effectively performed through a smaller, more formally organized group than the Faculty as a whole; and

"WHEREAS a need exists for more effective channels through which the Administration may seek the counsel and judgment of the Faculty about matters of concern to the University;

"IT IS THEREFORE RESOLVED that an Academic Senate of The University of Tennessee at Martin be organized, subject to the following stipulations:

"(1) That the Senate operate in accordance with the Bylaws which are hereby approved;

"(2) That the Senate include authorized administrative officers of The University of Tennessee at Martin and of its various academic divisions;

"(3) That the Senate include elected representatives from each academic division, to be elected in such numbers and by such means as are set forth in the Bylaws;

"(4) That the Senate shall consider policies affecting the academic activities of the institution, faculty welfare, academic administrative relationships and procedures, scholarship, curriculum development, awarding of degrees, and such other matters as may maintain and promote the best academic interests of the institution. The Senate shall recommend to the Chancellor the establishment of new policies or changes in existing policies;

"(5) That the elected Chairman of the Academic Senate shall preside over all meetings, provided that in the absence of the Chairman the Vice-Chairman shall serve as Chairman;

"(6) That the Senate shall elect annually an Agenda Committee which shall make nominations for elective members of such educational committees as the Bylaws may provide and such other committees as the Senate may authorize, and that following such nominations the Senate shall elect such committees;

"(7) That the Senate shall have advisory functions either in itself or through its committees, administrative matters being expressly reserved to the Chancellor of the Martin campus and the President of the University, as delegated by the Board of Trustees;

"(8) That a copy of this resolution be appended to the Bylaws, and be considered a part of the constituting document of the Academic Senate of The University of Tennessee at Martin."

A report of the actions of the Academic Senate is given to the faculty at the annual faculty meeting each year. For the details of organization and operation of the Academic Senate, reference is made to the By-Laws of the Academic Senate, copies of which are kept on file in the Office of Academic Affairs.

Academic Senate Committees

The Academic Senate has a number of standing committees, and ad hoc committees may be appointed as need arises. The standing committees are as follows:

Agenda Committee (acts also as a nominating committee)
Committee on Admission, Retention, and Advanced Standing
Committee on Instruction
Committee on Curricula
Committee on Degrees
Committee on Economic Concerns and Faculty Benefits
Committee on Promotion and Tenure

CHAPTER III

FACULTY PERSONNEL POLICIES

Academic Freedom, Responsibility, and Tenure

Statement of Principles[1]

A healthy tradition of freedom and tenure is essential to the proper functioning of a University. At the same time, membership in a society of scholars enjoins upon a faculty member certain obligations to his colleagues, to the University, and to the State which guarantees his freedom.

1. The primary responsibility of the faculty member is to use the freedom of his office in an honest, courageous, and persistent effort to search out and communicate the truth that lies in the area of his competence.

2. The faculty member is entitled to full freedom in research and in publication of the results, subject to the adequate performance of his other academic duties, but activities undertaken for pecuniary gain either within or beyond the scope of his employment should be based upon an understanding with the University administration.

3. A faculty member should maintain a high level of personal integrity and professional competence, as demonstrated in teaching and research. These qualifications should be interpreted in terms of accepted principles and standards of the profession. Freedom does not exempt a faculty member from an evaluation by his colleagues of his qualifications for continued membership in their society.

4. A faculty member is entitled to freedom in the classroom in discussing his subject, but the faculty member should use care in expressing his personal views in the classroom and should be careful not to introduce into his teaching any controversial matter which has no relation to the subject taught, and especially matters in which he has no special competence or training and in which, therefore, his views cannot claim the authority accorded his professional statements.

5. A faculty member should recognize that the right of academic freedom is enjoyed by all members of the academic community. He should be prepared at all times to support actively the right of the individual to freedom of research and communication as defined herein.

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[1]See the statement, "Principles Governing Freedom, Responsibility, and Tenure," adopted by the Board of Trustees on November 4, 1955, and endorsed as amended on June 17, 1971.

6. In addition to the normal responsibilities of a citizen of the state and nation, including his duty to uphold their constitutions and obey their laws, a faculty member also owes an immediate loyalty to his colleagues and his institution. He should cooperate fully in maintaining a wholesome atmosphere of mutual respect and confidence. He should conduct himself in keeping with customs, traditions, and usages of the community and of those with whom he is associated in his professional work.

7. When, as a citizen, he speaks outside the classroom or writes for publication, he should be free, as a citizen, to express his opinions, but he should remember that the public may judge his profession and his institution by his conduct and utterances. Hence, he should at all times conduct himself in a courteous manner and respect the customs and traditions of the institution and the community. He should be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he speaks for himself and not for his institution.

Responsibility of the Administration

1. Administrative officers should actively foster within the University a climate favorable to freedom of teaching and research.

2. It is the duty of the administration to remove from the faculty any member who has been found, through proper procedures, seriously derelict in his responsibilities as a member of the academic community.

Tenure Policy[1]

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure[1], and their services should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of bona fide financial necessities of the University. The precise terms and conditions of every appointment should be stated in writing and be in possession of both institution and teacher before the appointment is consumated.

Beginning with appointment to the rank of full-time Instructor or a higher rank, the probationary period should not exceed seven years, including within this period no more than three years of full-time service in all other institutions of higher education. When after a term of service of three or more years in other institutions of higher education, a teacher is called to this institution it will be agreed in writing that his new appointment is for a probationary period of not more than four years. In some cases the person's total probationary period in the academic profession will thereby be extended beyond the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the ex-

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[1]The University of Tennessee Charter of 1807 specifies that all personnel are legally on one-year appointments renewable each year. In practice the University follows the policies set forth in the sections above.

piration of that period. During the probationary period a teacher should have the freedom and responsibility that all other members of the faculty have.

The administration may for grave cause suspend an accused faculty member pending immediate investigation and speedy hearing. In any case of suspension the accused faculty member should suffer no loss of salary unless through due process, as described below, he is adjudged guilty and his appointment is terminated, in which event the committee, subject to the approval of the Board of Trustees, will determine the date of termination.

Administrative Policies and Procedures Relative to Tenure

1. All initial appointments shall be without tenure. Ordinarily, tenure will be considered after completion of an appropriate probationary period which may by agreement include a maximum of three years of full-time service at other institutions. The following individuals are not eligible for tenure: (a) faculty designated as part-time in the appointment personnel form and the appointment letter; (b) faculty who are appointed to positions funded from grants or contracts and who are notified in writing that such service is not applicable to consideration for tenure; (c) faculty holding limited-term appointments; (d) individuals who are appointed to the University in administrative positions with academic rank and who are notified in writing that such service is not applicable to consideration for tenure.

2. A faculty member who is not a citizen of the United States is under Tennessee law (TC49-1303) not eligible for tenure. However, such a person is eligible for promotion and for retirement and other benefits normally extended to those of the same rank.

Procedures for Termination of Tenured Personnel

The services of tenured faculty members may be terminated for adequate cause, extraordinary circumstances because of financial exigencies, and retirement for age.

(1) "Adequate cause" for termination consists of incompetence or moral turpitude related to the fitness of a faculty member in his professional capacity as a faculty member. Incompetence is a seriously unsatisfactory level or manner of performance of assigned responsibilities. It may include or consist of wilful neglect of duty; however, incompetence may exist in the absence of wilful neglect of duty. Moral turpitude is behavior which is utterly blameworthy with respect to the faculty member's fitness in his professional capacity. The standard is behavior that would evoke condemnation by the academic community in general.

(2) "Extraordinary circumstances" means financial exigencies affecting the University which require termination of service of one or more faculty members. It is understood that the University shall seek appropriate faculty input in arriving at such decisions and shall exert every effort to make suitable reassignments of personnel. In such decisions appropriate weight will be given to seniority of service. The place of any

faculty member so released shall not be filled by a replacement within a period of two years, unless the released faculty member has been offered in writing reappointment at the rank he held at the time of termination with comparable remuneration, and he has had an ample time within which to accept or decline.

(3) The retirement age within the University is legally defined as 65 years, with the effective date for retirement being August 31 of the academic year in which the faculty member attains age 65. However, it is also provided that personnel who attain age 65 may be continued in full employment at the discretion of the University for one-year periods not to exceed age 70. There is an annual review of the status of each person who has attained age 65. This review is accomplished through the normal administrative channels which are followed in budget making, promotions, and similar matters.

The process for termination for adequate cause of a faculty member with tenure or with a special or probationary appointment before the end of a specified term is as follows:

Before a faculty member with a special or probationary appointment is terminated before the end of the specified term, and before the termination of a faculty member who has tenure becomes effective, the following procedures will be followed unless waived by the faculty member in question:

(1) counseling by the chairman and/or dean of the faculty member whose work is deemed unsatisfactory, with a view toward improvement of the quality of performance;

(2) discussions between the faculty member and the Vice Chancellor for Academic Affairs, looking toward an amicable settlement;

(3) informal inquiry by the Academic Senate Committee on Tenure and Promotion as to whether adjustment is possible and if not whether in its opinion the charges warrant further proceedings, without its opinion being binding on the Chancellor;

(4) a statement of charges, framed with reasonable particularity by the Chancellor or his delegate.

A termination of a tenured faculty member will be preceded by a written statement of reasons, and notice that the individual concerned will have the right to be heard by a special committee appointed by the Academic Senate Agenda Committee and consisting of members of the faculty. Members of the special committee will remove themselves from the case if they deem themselves disqualified for service by reason of bias or interest. Any challenges of nominees for membership on the special committee will be made at least 24 hours prior to the announced date of the hearing.

(1) Service of notice of hearing with specific charges in writing will be made at least 20 days prior to the hearing. The faculty member

may waive a hearing or may respond to the charges in writing at any time before the hearing. If the faculty member waives a hearing, but denies the charges against him or asserts that the charges do not support a finding of adequate cause, the hearing tribunal will evaluate all available evidence and rest its recommendation upon this evidence and the statement of charges.

(2) During the proceedings the faculty member will be permitted to have an academic advisor and counsel of his choice.

(3) A verbatim record of the hearings will be taken and a typewritten copy will be made available to the faculty member without cost upon request.

(4) The burden of proof that adequate cause exists rests with the University and shall be satisfied only by clear and convincing evidence in the hearing record considered as a whole.

(5) The hearing tribunal will grant adjournments to enable either party to investigate evidence as to which a valid claim of surprise is made.

(6) The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the University will, insofar as possible, secure the cooperation of such witnesses and make available necessary documents and other evidence within its control.

(7) The faculty member and/or counsel and the administration will have the right to confront and cross-examine all witnesses. Where the witness cannot or will not appear, but the committee determines that the interests of justice require admission of his statement, the committee will identify the witness, disclose his statement, and if possible provide for interrogatories.

(8) In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from this or other institutions of higher education.

(9) The hearing committee will not be bound by strict rules of legal evidence, and may admit any evidence which is of probative value in determining the issues involved. Every possible effort will be made to obtain the most reliable evidence available. Any evidence relating to the faculty member's record of service to the institution will be admissible.

(10) The findings of fact and the decision will be based solely on the hearing record and the statement of charges.

(11) Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by either the faculty member or administrative officers will be avoided so far as possible until the proceedings

have been completed, including consideration by the Board of Trustees. The Chancellor and the faculty member will be notified of the decision in writing and will be given a copy of the record of the hearing.

(12) If the hearing committee concludes that adequate cause for termination has not been established by the evidence in the hearing record, it will so report to the Chancellor. If the Chancellor rejects the report, he will state his reasons for doing so, in writing, to the hearing committee and to the faculty member, and provide an opportunity for response before transmitting the case to the President and the Board of Trustees. If the hearing committee concludes that adequate cause for termination has been established, but that an academic penalty less than termination would be more appropriate, it will so recommend, with supporting reasons.

If termination or other penalty is recommended, the Chancellor will transmit the record and his recommendations to the President and the Board of Trustees. Review by the Board of Trustees will be based on the hearing record, and will provide opportunity for argument, oral or written or both, by the principals at the hearing or by their representatives.

Criteria for Tenure Decisions

The following criteria pertain to decisions governing the awarding of tenure. The list is not necessarily comprehensive, nor should it be assumed that the items are of equal significance, that each is essential for every individual under consideration, or that they are listed in the order of relative importance.

(1) Demonstrated teaching effectiveness;
(2) Evidence of scholarly competence in subject-matter area;
(3) Appropriate professional degrees, awards, and achievements;
(4) Evidence of professional growth appropriate to the subject matter area;
(5) Demonstrated ability to relate effectively to students and colleagues;
(6) Quality of academic advisory service to students;
(7) Participation as appropriate in extracurricular activities;
(8) Staffing needs of the University;
(9) Reliability and punctuality in the performance of routine duties;
(10) Activities of a scholarly and professional nature;
(11) Membership and participation in professional organizations;
(12) Service to the University;
(13) Service to the community and the state;
(14) Completion of an adequate probationary period.

Tenure is normally held only by full-time faculty in the following ranks: professor, associate professor, and assistant professor. However, under special circumstances, an instructor may be granted tenure without promotion in rank.

Note on Tenure

It should be noted that the granting of tenure is not automatic; it is granted only by positive action of the Board of Trustees, acting on the recommendation of the President of the University, and such recommendations must have the prior approval of the chancellor of the campus in question. Tenure is an expression of confidence in the integrity and worth of an individual teacher, and of belief in his value to the institution. It implies that he has been judged to have performed well and responsibly over a sufficiently long period of time to permit reliable judgments to be made. Tenure is designed to relieve the faculty member from undue concern over retaining his position so long as he continues to perform well and responsibly. It guarantees the rank agreed upon at the time tenure is granted. Tenure insures use of proper procedures before a dismissal, but it does not insure against dismissal after proper procedures have been followed.

Tenure is not granted for an administrative position as such.

Appointment to the Faculty

Authorization of New Positions

During the Fall Quarter deans of respective schools (and chairmen of independent departments) will submit recommendations of new positions for the following year to the Vice Chancellor for Academic Affairs. Authorization to fill these positions will be granted or withheld by authority of the Chancellor, after due consideration of budgets and enrollment projections.

Authorization of Replacements

Upon receipt of resignations or approval of recommendations for termination of services, the Vice Chancellor for Academic Affairs will grant or withhold authorization to fill vacancies thus created on behalf of the Chancellor, after due consideration of budgets and enrollment projections.

Eligibility for Appointment

1. Citizens (by birth or naturalization) may be employed in positions considered to be permanent. Non-citizens undergoing naturalization may be employed in positions which are normally expected to be permanent, but tenure may not be granted to such employees until naturalization procedures are complete.

2. As an Equal Opportunity Employer, University personnel policies permit the employment of persons related by blood or marriage. Preferably such persons should be employed under a different organizational line of authority which means that each has a different supervisor or department head. However, this is not to prohibit the employment of qualified members of the same family in the same department so long as one member is not in a position to determine the appointment, retention,

salary, promotion, or unduly influence any decision made concerning another employee related to him. Should a situation so develop where one member of a family finds himself in a position of responsibility affecting his relative, he should waive all decision making authority, thereby passing such authority to the next higher administrative officer. In any event, decisions made concerning members of the same family should not be influenced by race, color, creed, national origin, or sex.

Criteria for Appointment

The following criteria should be considered as guides and assigned varying degrees of weight. Deficiencies in some criteria may be counterbalanced by superiority in others. It is understood that, in certain specialized fields of endeavor, some of these criteria should be replaced by other standards.

Professor

1. The Doctorate or equivalent training and experience
2. Established reputation as a teacher
3. Established record in research and/or scholarly or professional attainment
4. Record of effective participation in professional activities other than teaching and research
5. Demonstrated ability to relate effectively to students and professional colleagues.

Associate Professor

1. The Doctorate or equivalent training and experience
2. Good reputation as a teacher
3. Good record in research and/or scholarly or professional attainment
4. Interest and participation in professional activities other than teaching and research
5. Demonstrated ability to relate effectively to students and professional colleagues.

Assistant Professor

1. The Doctorate or equivalent training and experience (in certain fields the Master's degree may be sufficient)
2. Demonstrated ability as a teacher
3. Definite evidence of research ability and/or scholarly or professional promise
4. Interest and participation in professional activities other than teaching and research
5. Demonstrated ability to relate effectively to students and professional colleagues.

Instructor

1. The Master's degree or equivalent training and experience
2. Interest in teaching

3. Interest in research and/or scholarly or professional attainment
4. Excellent scholastic record as a student
5. Promise of ability to relate well to students.

Term of Appointment

Appointment of faculty members, with respect to term is of two types; (1) Academic year or nine months, and (2) Calendar year or twelve months, depending on the nature of duties. Persons on the regular academic faculty appointed to teach nine months are paid in 12 monthly payments. A faculty member appointed on the academic year basis earns one third of his annual salary for each quarter taught. Such persons teaching in the summer school receive extra compensation.

Specification of Position

The chairman of the department or the dean of the school concerned should specify clearly the kind of person he is seeking. It is expected that for each position to be filled a written job description, satisfying fully the University's assurance of compliance with Office of Equal Opportunity regulations, will be filed with the Vice Chancellor for Academic Affairs.

Rank and Salary

Rank offered candidates for positions should be in keeping with the criteria for appointment listed on page 16 ff of this handbook. Salary offered should be within the salary schedule range for the proposed rank and subject to budgetary limitations existing in the given case. Proposals as to rank and salary must be approved by the dean of the school, the Vice Chancellor for Academic Affairs, and the office of the Chancellor.

Credentials

Each candidate to be screened must submit a dossier or a set of placement office credentials, including at least three letters of recommendation (preferably more), and transcripts of academic credit. Tennessee State law now requires that applicants accepting positions sign a statement relative to any convictions for legal violations. This statement appears on the standard personnel information form, which should be used by the applicant as a means of making formal application.

Interviews

A candidate with satisfactory credentials may be invited to the campus for an expenses-paid interview visit if his interest in a position seems genuine. If possible, each candidate should be interviewed before an offer of employment is made. Departmental chairmen and deans are expected to search widely for well-qualified candidates, screen candidates very carefully, and observe the provisions of the Equal Employment Affirmative Action Plan.

Recommendation for Employment of Faculty Members

The departmental chairman and dean of the school concerned should file with the Vice Chancellor for Academic Affairs, perferably after prior consultation with him, any recommendations for employment of faculty members, stating proposed rank and salary. For this purpose, Personnel Form No. 1 is used. Each recommendation should be accompanied by a full set of credentials, two completed income tax withholding forms (W-4), and for persons on long-term appointments, a signed application for TIAA and CREF Retirement Annuities. Blank forms are available at the Office for Academic Affairs.

Execution of Contract

If the Vice Chancellor for Academic Affairs and the Chancellor approve recommendations of the departmental chairman and appropriate dean, a formal letter of appointment will be written to the candidate by the Vice Chancellor for Academic Affairs. This letter with a written letter of acceptance from the candidate will constitute the contractual agreement.

All personnel are legally on one-year appointments, renewable each year, unless designated as limited term appointments[1]. Renewals and appointments are accomplished annually by placing the faculty member's name in the budget. No official notice of such renewal is given to tenured personnel. Letters of appointment contain terms and conditions of employment.

Promotions and Salary Adjustments

General Statement

Promotion in rank or increases in salary are in part a recognition of past achievement. They are also a recognition of promise and an indication of confidence that the individual is capable of greater accomplishments and of assuming greater responsibilities. It is the policy of the University to make promotions and salary adjustments on the basis of merit.

Periodic Consideration

It is the policy of the University to consider each faculty member for promotion or salary adjustment annually. Annual reviews are conducted by departmental chairmen, deans, and other appropriate academic officers. The faculty member should feel free to discuss his status with his departmental chairman at any time.

In general, all recommendations for promotion or salary adjustments within a department are initiated by the departmental chairman. Recom-

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[1]This arrangement is specified in The University of Tennessee Charter of 1807. However, the faculty member should be cognizant of the University's tenure policy stated in a previous section.

mendations for promotion or salary adjustments for all other personnel are initiated by deans or other appropriate officers. Normally, all such recommendations are made in conjunction with preparation of the budget.

Final Decision

Final decision on promotions and salary adjustments within rank will be made by the Board of Trustees, and are to be considered tentative until such action has been taken. This is normally an item of business at the June meeting of the Board.

Effective Date

Promotions in rank and salary adjustments within rank are normally effective September 1 for those on academic year appointment and July 1 for those on calendar year appointment.

Criteria for Promotion in Rank

In general, the criteria for promotion in rank are similar to those for appointments in the various ranks. The following criteria should be considered as guides and are assigned varying degrees of weight. Deficiencies in some criteria may be counterbalanced adequately by superiority in others. In certain specialized fields of endeavor, some of these criteria may be replaced by other standards.

Professor

1. The doctorate or equivalent training and experience;
2. Established reputation as a teacher;
3. Established record in research and scholarly or professional attainment;
4. Record of effective participation in professional activities other than teaching and research;
5. Normally, at least five years in rank as an associate professor;
6. Demonstrated ability to relate effectively to students and professional colleagues.

Associate Professor

1. The doctorate or equivalent training and experience;
2. Good reputation as a teacher;
3. Good record in research and scholarly or professional attainment;
4. Interest and participation in professional activities other than teaching and research;
5. Normally, at least four years in rank as an assistant professor;
6. Demonstrated ability to relate effectively to students and professional colleagues.

Assistant Professor

1. The doctorate or equivalent training and experience (in certain fields the Master's degree may be sufficient);

2. Demonstrated ability as a teacher;
3. Definite evidence of research ability and scholarly or professional promise;
4. Demonstrated ability to relate effectively to students and professional colleagues.

Procedure for Effecting Promotions and Salary Adjustments

In general, the following procedure is utilized when considering faculty members for promotion or salary adjustments:

1. Recommendations are submitted by departmental chairman or others with this administrative responsibility, to the dean or comparable officer of the appropriate school. (Recommendations on the above-mentioned incumbents are submitted by the next administrative supervisor.)

2. After full consideration, which may include discussions between the departmental chairman and senior members of the department, and between department chairman and dean or other academic official, as well as appropriate interviews, the dean makes a formal recommendation to the Vice Chancellor for Academic Affairs.

3. The Vice Chancellor for Academic Affairs reviews the recommendations and indicates his concurrence or non-concurrence before submitting all the recommendations to the Chancellor.

4. Those recommendations which are approved by the Chancellor and by the President of the University are submitted to the Board of Trustees for final action.

5. Any individual faculty member may appeal his case to any of the parties mentioned in steps 1 through 4 above. Such individual should follow the steps outlined above in presenting his appeal unless he feels that his case will be prejudiced by so doing.

Faculty Terminations

Dismissal of Tenured Personnel

Dismissals of tenured faculty are made in accordance with principles and procedures contained in previous sections on policies regarding tenure.

Termination of Non-Tenured Personnel

Non-tenured personnel, if not reappointed, will be terminated in accordance with terms specified in the letter of appointment.

Resignation

It is the clear obligation of faculty members who wish to resign to make their resignation effective at the end of the academic year, or under exceptional circumstances, at the end of an academic quarter. In all cases,

notification of resignation should be made early enough to obviate serious embarrassment to the University, preferably by April 1.

Pay Due on Resignation

Leave pay due on resignation will include a pro rata share of annual leave. Teaching faculty serving on nine-month appointments who sever connection with the University before the end of the academic year are paid for the number of quarters of teaching on the basis of one-third of the annual salary per quarter.

Death

The University policy with reference to pay for services rendered by faculty in active service whose contract year is terminated by death is as follows:

1. For a deceased faculty member who was employed on a nine-month basis, the beneficiary will receive his regular pay to the end of the month in which death occurred, plus pay for one additional month, plus the pro rata share of annual salary earned but unpaid at the time of death.

2. For a deceased faculty member who was employed on a twelve-month basis, the beneficiary will receive his regular pay to the end of the month in which death occurred, plus pay for one more month, plus accrued annual leave.

Official Leaves of Absence

General Statement

The University views favorably leaves of absence for professional growth and development. Leaves of absence may be granted upon written request by the faculty member, recommendation by the departmental chairman, and approvals by the dean or director, the Vice Chancellor for Academic Affairs, and the Chancellor.

Leaves of absence are normally granted for not more than one year and normally without University compensation. A very limited number of grants-in-aid may be awarded to assist faculty members in further graduate study in their fields of specialization. Each individual case will be considered on its merits.

Sick Leave

It is the policy of the University to grant sick leave. The administration of this policy varies with circumstances of the individual case. The following factors are considered in making the determination: (1) length of service, (2) necessity for replacement, (3) quality of past service and potential future with the University.

Funeral Leave

In case of death in the immediate family (parents, grandparents, parents-in-law, children, spouse, brothers, and sisters) an employee may be granted reasonable and customary time off with pay not to exceed five (5) working days. He may be required to furnish verification of the reason for the absence upon request of the supervisor or the personnel authority.

Military Leave for Short Tours of Active Duty

Tennessee law authorizes leaves of absence from their respective duties for members of the reserve components of the Armed Forces of the United States who are employees of the State, or any political subdivisions thereof. Any regular employee of the University, at any location, who is a member of a reserve component of the Armed Forces of the United States is entitled to a leave of absence without loss of time, pay, legal leave, vacation leave, impairment of efficiency rating, or any other rights or benefits to which he would otherwise be entitled, for all periods of military service during which he is engaged in the performance of duty or training in the service of this state or of the United States. Such officer or employee, while on such military leave, is paid his salary or compensation for a period or periods not to exceed fifteen working days in any one calendar year. Academic faculty members are expected to perform their active duty military training in the summer and when they are not receiving extra pay for summer session.

Policy Relative to Extended Military Leave

Except under emergency conditions of total war, faculty and staff members should not seek active military duty at dates which would conflict with the normal conduct of University business appropriate to their employment. Since members of the reserve forces may be called involuntarily at dates not selected by the individual, the University will cooperate with such staff members and the Armed Forces in every manner possible. In general, the person called to active duty will be placed on military leave effective the date of his assumption of active military duty and will be returned to the employment of the University at the end of active duty. If such dates do not coincide with the beginning or ending dates of the academic year or of any school term, the computation of the payment for accrued leave, if any, as well as the specific dates for release from and resumption of University duties, will have to be determined by appropriate officials in each particular case. Persons returning from military leave will enjoy the same rights and privileges to which they were entitled before they began military duty.

It is the duty of the department to find replacements for persons so called, if necessary.

Fringe Benefits of University Employees on Leave, with Particular Reference to Military Leave

Although the University has no option in choosing the date at which the leave becomes effective, military leaves will be treated in the same manner as normal leave in respect to fringe benefits.

1. Social Security: Social Security deductions and contributions by the employer will cease with the last pay check payable to the employee before the employee goes on leave and will be renewed with the first check from the University after return from leave.

2. TIAA/CREF: Contributions on the part of the employer cease with the last pay check to the employee. The employee, however, may elect to continue contributions by depositing with the University Personnel Services office several months' payments in advance and having the remittance made through University channels.

3. Hospitalization-Life Insurance: Hospitalization-life insurance coverage may be continued while the employee is on leave if he is willing to pay the entire premium applicable thereto. These premiums should be paid at least quarterly in advance to the Personnel Services office.

Maternity Leave

An employee who is pregnant will be granted a maternity leave of absence on request. An employee will be granted leave without pay for maternity reasons after she has used any sick leave or vacation leave for which she is eligible. The use of sick leave for this purpose is limited to the period (s) during which the employee's doctor certifies that she is disabled for work.

If the employee indicates that she does not intend to return to work after childbirth, a letter of resignation should be obtained. Despite such a letter, the employee may be eligible for unemployment compensation under applicable State laws and regulations if she reapplies for work and is not reemployed.

The beginning date of maternity leave is normally at the end of the seventh month of pregnancy. However, the date may be earlier or later if the employee's obstetrician regards it to be in the best interest of the employee or of the University.

Normally, maternity leave will end within a three-month period following childbirth. Additional leave time may be allowed if the employee's physician states, in writing, that it is needed for medical reasons. Upon returning to work, the employee shall present a physician's statement indicating the employee's ability to resume work.

If within the three-month period following childbirth an employee has not returned to work or notified the department head (academic personnel) or the Personnel Office (non-academic personnel) in writing that she desires to return to work, she will be considered to have resigned her position and may be terminated.

An employee returning from maternity leave will be entitled to the same position or similar position at the same level and rate of pay from which she left.

Annual Vacations for Personnel Employed on a Twelve-Month Basis

Faculty members regularly employed on a twelve-month basis are entitled to 24 working days annual vacation with pay. Faculty on twelve-month appointments may accumulate and carry forward from one calendar year to the next a maximum of forty-two working days. In the event an employee on twelve-month appointment has a greater accumulation than one year's entitlement at the end of any calendar year, the carry-forward amount will be reduced to the amount accrued during that calendar year. The faculty member will arrange the timing of vacations with his immediate superior.

Annual Vacations for Personnel Employed on a Nine-Month Basis

All faculty members regularly employed on a nine-month basis are considered to be on vacation after the spring quarter Commencement, and all reports have been made, to a reasonable period prior to the beginning of the fall quarter.

Designated Holidays

The following holidays are normally recognized by the University, and others may be declared from time to time by the administration.

New Year's Day	Thanksgiving Day
Independence Day	Christmas
Labor Day	

General Policy

The University's Board of Trustees has issued the following statement clarifying its policy on the cancellation of classes: "Students who enroll at the University of Tennessee have paid fees for courses in which they are enrolled and the citizenry of the state has provided funds to support scheduled academic activities. Hence, faculty and staff members are to conduct their classes and related functions in accordance with previously established schedules. There will be no deviation from this procedure unless permission is given by appropriate administrators, in accordance with procedures established by each Chancellor.

"Action contrary to the preceding policy is *prima facie* evidence of violation of contractual commitments of faculty and staff members to the University of Tennessee. Variations from this policy will be investigated and, in the event of verified violations, appropriate action, including voiding of employment contracts, will be taken."

In general, a faculty member who must be absent for any reason is expected to secure the permission of the dean of his school for the absence, and approval for any alternate arrangements for teaching the classes missed. In the event of an unusual or prolonged absence, or the necessity of employing a paid substitute, arrangements must be approved by the Vice Chancellor for Academic Affairs. In case of an absence which is unanticipated and unavoidable, the department chairman or the dean of the school must be notified immediately.

Faculty Load and Office Hours

Teaching Load

In evaluation of teaching load, weight should be given to number of credit hours taught, number of teaching hours per week, size of classes, and extracurricular services undertaken. A minimum of twelve credit hours in courses with full enrollments per full-time position may be taken as an acceptable guideline. This may be reduced somewhat if a large part of the teacher's load is laboratory teaching. Administrative assignment of certain duties to a faculty member and participation in approved research may in some cases justify a reduction in his teaching load. In certain instructional areas the nature of instruction required may justify reductions in the number of credit hours expected per teaching position.

Teaching Load of Departmental Chairmen

Departmental chairmen are normally expected to teach, but to reduce their teaching loads to allow time for adequate departmental administration. If a departmental chairman's administrative duties are limited to those of his department, a reduction of teaching load by 25 percent for each 15 members (or major fraction thereof) in his department may be taken as a reasonable guideline.

Office Hours

Each full-time teacher is expected to be available to students on a regular basis for consultation and advisory services. Office hours falling within the time period 8:00 a.m. to 5:00 p.m. should, therefore, be scheduled and schedules should be posted.

Faculty Meetings

General Faculty Meetings

Faculty members are expected to attend all officially scheduled and called faculty meetings. An official meeting of the faculty and various group conferences are held before the opening of the Fall Quarter. It is important that every faculty member be present. In a case of necessary absence from an official meeting, notification should be given to the Office of the Vice Chancellor for Academic Affairs.

Departmental Faculty Meetings

In the interest of communication among administrators and faculty and in order to encourage the participation of all faculty in instructional and curricular planning, all academic departments should hold at least one or more regular faculty meetings per quarter, or as often as needed to achieve effective communication between the administrator and the group reporting to him.

Faculty Attendance at Professional Meetings

General Policy

In accordance with The University of Tennessee's general policy of promotion of professional growth and development, faculty members are encouraged to attend and participate in professional society meetings. In cases of budgetary stringency, limitations on the number of expense-paid trips to meetings may be necessary.

The policy of the University in this connection is as follows: The travel must be necessary for the proper execution of official University business, or in justifiable pursuit of the University's educational and research objectives. Meetings and conferences to be attended must be of a professional nature that will increase the attending individual's usefulness to the University.

Faculty Travel Policies and Procedures

General Regulations[1]

1. The regulations in this section govern travel at University expense. Authorization for travel will not be granted and expenses will not be reimbursed unless the travel is made and reimbursement claimed in accordance with these regulations. Each department head must require that all individuals in his department who travel or are involved in processing expense accounts are thoroughly familiar with these regulations.

2. General University travel is on the basis of reimbursement for the actual and necessary expenses incurred, subject to the limitations set forth herein. Receipts must be submitted with the expense account for each expenditure of $2 or more, except for meals, taxi fare, and bus fares under $5. An accurate record must be kept of expenses incurred, since reimbursement will not be made on estimates. Allowances in lieu of expenses will not be approved except in the case of mileage for use of private automobile.

3. Regulations relating to travel of University personnel whose expenses are to be paid from special grant or contract funds will be in accordance with provisions of the grant or contract where such instruments specify travel regulations.

4. Expense which is incurred at the official station of any officer or employee will not be allowed. The official station is office headquarters or the designated location of employees established in the field. Deviations for unusual or hardship cases must be justified and authorized in advance.

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[1]The travel regulations contained in this chapter are consistent with and subject to revisions of those published by the University in its Manual of Fiscal Policy and Procedures Statements (FPPS, No. 5).

5. The limits on travel expenses set forth herein are not to be construed as an indication of amounts that should be spent. Instead, these are maximum amounts above which reimbursements cannot be made. University employees in traveling should be as conservative as good taste and circumstances permit.

Authorization for Official Travel

1. A properly executed Travel Authorization Form (No. T-18) must accompany each request for reimbursement of official travel (available from departmental secretaries and from the Business Affairs Office). This authorization, when properly approved, is prima facie evidence of the official nature of the travel and serves as supporting documentation for workmen's compensation and related insurance claims in the event of accidental injury or death. For this reason, staff members must initiate travel authorization forms sufficiently in advance in order that they may be reviewed and approved by the appropriate authority and returned prior to the departure date. For intra-state travel, the dean or director will approve all travel of his college or division personnel. The appropriate vice chancellor will approve travel for the deans and directors. For inter-state travel, all trips must be recommended in advance by the dean or director, then approved by the appropriate vice chancellor.

2. Requests for authorization for travel must show the purpose of the trip, destinations, length of travel status, date and time of leaving and return, and mode of transportation.

3. The original of the approved Travel Authorization (Form T-18) must be attached to the expense account when submitted to the Treasurer for reimbursement.

4. Deans, directors, department heads, and others authorized to approve travel requests will be guided by the following considerations:

a. The travel must be necessary for the proper execution of official University business, or in justifiable pursuit of the University's educational and research objectives.

b. Meetings and conferences to be attended must be of a professional nature that will increase the attending individual's usefulness to the University.

c. Attendance of an individual at professional or scientific meetings should be limited to not more than one per fiscal year unless he is invited to deliver papers at more than one meeting or unless he is an association officer whose attendance is required at more than one meeting.

d. If more than one individual is attending the same meeting, the authorizing official will approve the use of a University car whenever available. If authorization is given for the use of a University car to attend a convention or meeting, no concurrent authorization for other modes of travel at University expense

shall be granted unless there is an excess of four official representatives for each University car making the trip, or unless sufficient justification is made.

e. On minor travel items, authorization may be made by groups and, if so, expense accounts for each group must be liquidated at the same time.

f. Established field travel may be covered by blanket travel authorization for definite periods of time.

g. Distribution of approved authorizations is as stated on Form T-18.

Transportation Expense

1. Transportation for persons traveling singly should be by common carrier (air, train, bus) wherever practical. Advantages must be taken of round-trip rates when available. Travel must be by the most direct route possible, and any individual traveling by an indirect route must bear the extra expense occasioned thereby.

2. Air Travel. The use of airplane travel is recommended when the cost of the employee's time is an important factor and when the trip is so long that other methods of travel would increase the subsistence expense. The traveler's copy of the airline ticket or an acceptable receipt must be submitted with the expense account.

The current University regulations require that accommodations for air travel be by tourist or economy class. In the event that more expensive accommodations are required, an explanatory notation must be made on the request for reimbursement.

All University employees must follow the above procedures on any expenses to be reimbursed in excess of stated University regulations. If requests for reimbursement are processed to the Business Affairs Office without proper documentation, it is necessary that appropriate adjustments be made or the request be returned for corrections.

3. Train Travel. A receipt for the transportation fare (the railroad's ticket envelope with the fare shown on the outside will suffice) must be submitted with the expense account. When Pullman accommodations are used, the Pullman ticket stub must also be submitted with the expense account.

4. Bus Travel. A receipt or ticket stub for bus travel must be submitted with the expense account, except in cases of short trips where the fare is less than $5.

5. Travel by Automobile. Automobile transportation may be used to save time when common carrier transportation cannot be satisfactorily scheduled to cover a number of outlying places, or to reduce expenses when two or more University employees are making the trip. Authorization

will not be given for the use of more than one automobile unless the number of University employees needing transportation to a common destination exceeds four persons.

a. University Automobile. If necessity or economy requires travel by automobile, use should be made of a University-owned automobile whenever one is available. A courtesy card, supplied with motor pool automobiles, will be used by the traveler for purchase of gas, oil, and other auto service. Contact the University Motor Pool to arrange the use of an automobile.

b. Personally-Owned Automobile. When a University-owned automobile is not available, and necessity or economy requires travel by automobile, use of a personally-owned automobile will be authorized. In the event a University employee desires to perform official travel in his personally-owned automobile for his personal convenience, it may be authorized provided the University will incur no additional expense above that of other forms of transportation available. Reimbursement will be made as follows:

(1) For use of personal cars by employees in the field who are authorized and required to use personal cars in the daily performance of their duties, or in cases where two or more University employees are transported, or for persons traveling singly when necessity and economy (as explained and justified on the expense account) require the use of a personal car, a rate of 12 cents per mile will be allowed to the owner.

(2) If, in the performance of official travel, a personally-owned automobile, transporting only one University employee, is used for the convenience of the employee, a maximum rate of 10 cents per mile will be allowed.

(3) The expense account must indicate the traveler's itinerary and must show the mileage by odometer reading.

(4) If an indirect route is used, mileage as indicated in the Rand-McNally mileage table will be regarded as official.

6. Limousine Service and Taxi Fares. If travel is by a common carrier, limousine service or taxi fares necessary to transport the traveler to and from the airport or station, or between carriers, will be allowed. No receipt for this expense will be required, but each fare must be individually listed on the expense account. After arrival at destination, taxi fares for local transportation will not be allowed when regularly established streetcar, bus, or subway service is available unless the necessity of the use of taxis is explained on the expense account.

7. Car Rentals at Destination. In the event it is necessary to use a rental car service at the trip destination, or for a portion of the official travel, the procedures set forth in "Securing of Transportation at Employee's Expense, " page 32, should be followed in securing the service and substantiating the cost thereof on the travel expense account (Form T-3).

8. Checking-in Expense at Hotels or Motels. Reimbursement of such expense up to $1.00 is allowed at each such facility.

9. Tolls, Ferry Fees, and Parking. Tolls and ferry fees will be allowed. Necessary charges for hotel and airport parking will be allowed provided the airport parking fees do not exceed normal taxi fare to and from the airport. Receipts must be furnished on airport and hotel parking.

Subsistence Expense

1. General. No reimbursement will be made for the expense of meals or lodging incurred within the limits of the employee's official station or place of residence. Unnecessary meals and lodging expenses which are occasioned by the use of an automobile for reasons of the employee's personal convenience, or which are due to travel by an indirect route, will not be allowed. Conservatism is expected in the choice of hotel or motel accommodations. Field personnel located in one place for an extended period are required to negotiate and secure reduced rates.

The hour and date of departure and the hour and date of return must be shown on each expense account.

2. Lodging. Lodging expense applies to the date in which the night begins, and actual expenses will be allowed subject to the following limitations:

a. In-State. Lodging expenses incurred within the state while on official travel will be reimbursable to a maximum of $12 per day. Lodging expenses incurred in the cities of Nashville, Memphis, Knoxville, Chattanooga, and the Tri-Cities area will be reimbursable to a maximum of $14 per day.

b. Out-of-State. Lodging expenses incurred out of the state while on official travel will be reimbursable to a maximum of $20 per day. Lodging expenses incurred in the cities of Baltimore, Chicago, Cleveland, Detroit, Houston, Los Angeles, New York, Philadelphia, San Francisco, or Washington, D.C., will be reimbursable to a maximum of $26 per day.

c. University representatives to official meetings and conventions are authorized to stay at the officially-designated headquarters hotel or motel of the convention or meeting; however, the more moderately-priced accommodations must be requested whenever a choice is available. To qualify for this exception a notation must be made on the expense account that the lodging was incurred at the convention or official meeting hotel or motel.

d. If hotel or motel accommodations within the above-stated limits are not available, the additional expense incurred may be reimbursed provided an explanation is placed on the expense account. To qualify for this exception the traveler must require the hotel or motel cashier to enter a notation on the lodging receipt that the accommodations used were the lowest priced available.

e. If a room is shared with other than a University employee on official business, three-fourths of the actual cost of the room will be allowed, subject to the maximum limitations set forth above. The receipt for the entire amount should be submitted with the expense account on which three-fourths of the cost is claimed. If the single rate for shared accommodations is in excess of the three-fourths cost, reimbursement may be claimed at the single rate provided documentation of the single rate is submitted with the expense voucher. Such reimbursement is also subject to maximum limits.

f. State sales taxes charged on lodging will be reimbursable to the extent that lodging expense is reimbursable.

3. Meals. Following are policies on meal expenses:

a. In-State. While on official travel within the State, actual expenses not to exceed $7.50 per day will be allowed for meals. For fractional days in travel status, the $7.50 limit will be prorated as follows: $1.50 for breakfast, $2.00 for lunch, $4.00 for dinner.

b. Out-of-State. While on official travel out of the State, actual expenses not to exceed $10.50 per day will be allowed for meals. For fractional days the $10.50 limit will be prorated as follows: $2.00 for breakfast, $3.00 for lunch, and $5.50 for dinner.

c. When the daily limit for meals is exceeded because of the cost of an official banquet, the excess will be allowed provided a receipt or proper explanation for the banquet charge is submitted with the expense account.

d. The following time schedule for departure from and return to the official station shall determine eligibility for reimbursement for meals:

	If departure before	If return after
Breakfast	7:00 a.m.	8:00 a.m.
Lunch*	11:00 a.m.	12:00 Noon
Dinner	6:00 p.m.	6:00 p.m.

*Reimbursement for lunch meals will not be made when travel is completed the same day as begun unless departure is before 7:00 a.m. or return is after 6:00 p.m.

Miscellaneous Travel Expense

1. Tips and gratuities, laundry, valet service, entertainment, etc., are considered personal rather than official expense and will not be subject to reimbursement on expense accounts.

2. Charges for long distance telephone calls made on official business will be allowed provided the expense account reveals the name and location of the party called, the date of the call, and the nature of the business. Telegram expense will be allowed provided similar information is shown. Necessary local telephone calls made on official business will be allowed.

3. Necessary charges for the transfer and storage of baggage will be allowed provided the necessity is explained on the expense account.

4. Registration fees in the amount necessary to qualify individuals to attend conventions or meetings will be allowed. Any portion of registration fees which covers the cost of personal supplies, social activities, recreational outings, etc., will not be allowed.

5. If the occasion necessitates the paying of meal expenses of other persons properly considered as official guests, the expense should be separately itemized on the expense account, with the names of the guests and their official connection indicated.

Claims for Travel Expense

1. University Form No. T-3 will be used for all claims for travel expense. Form T-3 must be properly filled in, with the items arranged in the proper columns, with correct totals for each column, and with the total of the claim. Legible, properly serial numbered subvouchers must be attached. The expense account must show movement and detail of expenses day to day. The expense account must exhibit and prove the travel and its cost, must be susceptible to check, and must disclose all necessary information to prove the claim. (Refer to FPPS No. 5, Section VII.) Forms T-3 are available from the Treasurer's Office.

2. Expenses for supplies, postage, and other items that do not constitute actual traveling expenses should not be made a part of the T-3 travel expense voucher.

3. Expenses incurred in attending conventions and meetings of associations and organizations must be supported by a program of literature which sets forth the opening and closing dates of the convention.

Securing of Transportation at Employee's Expense

The normal procedure, under University and State of Tennessee travel regulations, for securing commercial transportation for official travel is for the employee to purchase the required authorized transportation at his own expense and to request reimbursement thereof on a travel expense voucher (University Form T-3). The following are approved methods of securing this transportation and substantiating claims for reimbursement thereof:

1. Cash Purchase of Transportation by Employee. When the traveling employee pays from his personal funds for necessary transportation required for official travel, acceptable receipt for submission with the travel expense account (Form T-3) is:

a. The traveler's copy of the transportation ticket which shows itinerary and cost, or

b. A receipt from the transportation company or travel agency indicating the information listed in (a) above, or

c. A ticket envelope of the transportation company indicating the information in (a) above.

2. Purchase of Transportation by Use of Personal Credit Card. Employees may use personal credit cards in securing transportation for official travel, and any of the documents listed in Paragraph 1 above which indicate purchase by means of the traveler's personal credit card will be satisfactory evidence of expense incurred for submission for reimbursement on the travel expense account (Form T-3).

3. Purchase of Transportation Through Personal Charge Account With a Travel Agency or Transportation Company. Employees may make arrangements with travel agencies or transportation companies for the furnishing of transportation for official travel and billing of the charges to the employee's personal account. In such cases, any of the documents listed in Paragraph 1 above, or the agency's invoice to the employee which identifies the transportation furnished will be satisfactory evidence of expense incurred for submission for reimbursement on the travel expense account (Form T-3).

Such charge accounts or credit arrangements are the personal responsibility of the employee, and invoices for transportation billed to the employee may not be approved for direct payment by the University to agency. The employee must claim reimbursement for such costs on his travel expense account (Form T-3).

Securing of Transportation at University Expense

In cases of long trips involving sizable transportation costs, and in other cases where the securing of transportation at the employee's personal expense will result in considerable personal financial inconvenience, the employee may arrange through the Business Affairs Office for the securing of the necessary transportation at University expense. Should this accommodation be desired, the following procedures must be employed.

1. Approved Travel Authorization Required. When commercial transportation at University expense in advance of the official travel is desired, the employee must present his Approved Travel Authorization Form (Form T-18) to the Business Affairs Office and request that arrangements be made for the securing of the transportation.

2. Transportation Request Number. Upon receipt of each such request, the Treasurer's Office will assign an official Transportation Request number. An approved travel agency or transportation company will be contacted by the Business Affairs Office and authorized to furnish the transportation and bill the charges to the University. The original of the Travel Authorization Form (Form No. T-18) will be endorsed, "Transportation furnished under Transportation Request No. ____, Date _____." The traveler will be notified concerning which agency or company is authorized to furnish the transportation, and he will then make his own arrangements regarding schedules, itinerary, delivery of tickets, etc.

3. Billing and Payment. Billing for transportation under authorized Transportation Requests will be submitted by the travel agencies or companies directly to the Treasurer's Office (or appropriate Division Business Office), which will check the invoices for compliance with the Transportation Requests and then forward the invoices to the department which is to be charged for departmental approval and recording.

4. Tickets Nonrefundable. Agencies and companies issuing transportation on the University's account under such Transportation Requests will stamp such tickets as "nonrefundable." If for any reason tickets secured through this procedure are not used, the tickets must be promptly returned to the Treasurer's Office in order that they may be returned to the agency or company for credit to the University's account.

Retirement Plans For Academic and Administrative Personnel

Social Security

All full-time faculty members are automatically covered under the provisions of the Federal Old Age and Survivors Insurance Program (Social Security). Eligibility is prescribed by the terms of a private contract with the Social Security Administration since the University is not automatically covered by law. No enrollment forms or physical examinations are necessary. The University and the employee each contribute at the rate prescribed by the current Federal Social Security legislation.

Part-time faculty are covered under Social Security if they are appointed for the entire three quarters of the school year and teach six credit hours each quarter and/or eighteen credit hours for the total school year.

University of Tennessee Retirement Plans

Retirement benefits for faculty and staff of The University of Tennessee are provided through two separate retirement plans. Non-academic employees are covered in the Tennessee Consolidated Retirement System, the same plan which provides retirement allowances for state employees. Faculty and staff members are eligible for the Joint Contributory Retirement System (TIAA/CREF) if they are engaged in professional duties classified as teaching, library service, public service, research,

administrative, or administrative-professional. Specifically excluded from membership are the following categories of employees:

1. Bona fide students (as defined by the University), including teaching assistants, graduate assistants, student laboratory assistants, and educational interns;

2. Visiting or temporary teaching staff of whatever rank, employed without a view to continuous duty, except in the case of individuals who have existing contracts with TIAA/CREF (see "Limited-term Appointments" in Chapter III, above);

3. Employees eligible to be covered under a federal retirement act;

4. Part-time employees who, in the case of teaching faculty, are not considered "regular part-time." The definition of eligibility is currently under study.

Staff members classified as administrative or administrative-professional have the option of participation in the Tennessee Consolidated Retirement System or the Joint Contributory Retirement System.

Full details concerning eligibility for the benefits of these two retirement systems may be found in the handbook, Benefits and Services Available to Faculty and Staff of The University of Tennessee, distributed from the Office of the President.

Compensated Outside Services

Each full-time faculty and staff member at The University of Tennessee accepts appointment with the understanding that his primary employment responsibility is to the University. Faculty and staff members are encouraged to offer professional advice concerning development of natural resources of the state, new products, or new scientific apparatuses and techniques; to conduct research and to prepare and publish or read papers concerning such research; and to serve as officers or as members of committees of learned and scientific societies. Such activities are not normally considered as outside work.

Ordinarily private business of members of the faculty and staff, such as investing of money or the hiring of labor in private undertakings, does not fall within the purview of regulation by the University, provided the business is of such character as not to constitute a conflict of interest or to damage the prestige of the University and provided such business entails no loss of time or efficiency in the performance of University duties.

Occasions may arise when it will be mutually beneficial to the University and to the faculty or staff member for the latter to accept remunerative part-time employment on or off the campus. This policy statement established principles which will guide faculty and staff members in cases of this nature. These principles are:

1. A faculty or staff member who desires to engage in work outside regularly assigned duties shall obtain the written consent and approval of his department head, dean, or other appropriate administrator.

2. Outside employment shall not interfere with full and proper performance of University duties and shall not in any way conflict with the best interests of The University of Tennessee. Such employment should be limited in scope and duration and related to the faculty or staff member's professional interests. The total amount of time expended by the faculty member on outside activities for pay must not exceed an aggregate of one day per week.

3. The University cannot accept legal responsibility for privately initiated work. Such responsibility rests on the faculty or staff members.

4. University equipment, supplies, and clerical or technical services may not be used in the furtherance of outside work for additional pay except in highly unusual cases and following approval by appropriate administrators and written approval by the appropriate chancellor or his designated representative. Normally, such cases will be handled by written contract between the faculty or staff member and the University.

5. No faculty or staff member of The University of Tennessee may use the name of The University of Tennessee to imply support or endorsement of any outside activity or product.

6. A staff member cannot be allowed to do extra work for remuneration within the department or agency by which he is regularly employed except in unusual circumstances and with approval of the office of the appropriate Vice Chancellor. Additional compensation may be paid faculty or staff for work performed for the University, over and above basic salary, when the work is done for a department or agency other than that which provides primary employment. Such compensation must be approved by the office of the appropriate Vice Chancellor.

7. A staff member on full-time 12-month appointment normally may not receive extra compensation for overtime work for the University. ny exception must be approved by the appropriate Vice Chancellor.

The preceding policy statement is not to be interpreted as a limitation on the freedom of faculty members when they are not on University assignment, including the summer term for faculty members on nine-month employment.

Speaker Policy

In June, 1969, the Board of Trustees approved a speaker policy for all campuses. The formal statement of the approved policy is as follows:

"The University of Tennessee considers freedom of inquiry and discussion essential to educational development and recognizes the right of students to engage in discussion, exchange thought and opinion, and speak

freely on any subject in accord with guarantees of our state and national Constitutions. Additionally, the University endeavors to develop in students a realization that citizens not only have the right but the obligation to inform themselves regarding issues and problems of the day, to formulate stands regarding these, and to give expression to their views. In discharging these rights and obligations, however, students must also recognize their responsibilities to other individuals, to the University, and to the state and nation. The University of Tennessee takes pride in the fact that its campus is open to free discussion and examination of views with the condition that such discussion be accomplished by peaceful methods and under peaceful conditions consistent with the scholarly nature of an academic community.

"To these ends, recognized student organizations on campus may freely select, without prior restraints, persons they wish to invite as guest speakers for their programs. There are no restrictions to control the point of view expressed by speakers other than those imposed by local, state, and national laws. Any person sponsored by a recognized campus organization is free to speak, but this openness of forum does not release speakers and sponsors from accountability to campus and civil authorities under University regulations, and local, state, and national laws; and does not countenance disruption of the University, injury to person or property, obscene or indecent behavior, or incitement to riot as defined by these regulations. The sponsoring organization shall be responsible for informing its guest speakers of these restrictions and advising them that violation of law may result in arrest and prosecution by appropriate authorities (and violation of University regulations may result in termination of the program). Granting of an invitation to a speaker does not imply approval or sponsorship of his views by the University.

"Any student group inviting a speaker must register with the appropriate campus office the name of the speaker, the date and time of his appearance, and such pertinent information as will facilitate adequate physical preparations and adequate publicity for the event. Officers and program chairmen of all recognized organizations are advised that reasonable notice will be necessary to handle requests for facilities and security.

"The criterion for a negative decision will be a demonstrable inability to make such physical arrangements; the events scheduling procedure will not be used as a device for prior restraint of speakers. When a negative decision on a particular speaker must be made, the sponsoring organization is free to seek a more suitable date. It shall be the responsibility of the appropriate campus agency to consider and dispose of procedural complaints.

"The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker with a copy of the University speaker policy and campus regulations.

"In a situation attended by strong emotional feeling, or where there is a past history of violence, obscenity or indecency associated with a speaker selected by a recognized student organization, the appro-

priate campus agency, after a finding that such a situation of history exists, shall prescribe conditions for the orderly and scholarly conduct of the speaking event. These conditions may include limiting the audience to the inviting organization's membership or to members of the University's academic community, appointing an experienced senior professor to preside over the meeting, requiring a statement from the officers of the sponsoring organization certifying that they have discussed the appearance of the speaker with the senior student affairs officer, authorizing a search of all persons entering the arena of the speech, and such other conditions as the agency deems advisable.

"If there appears to be a reasonable possibility that a speaker may violate the law during his presentation, or if a situation is attended by strong emotional feeling, a ranking Student Affairs Officer should attend the meeting and direct action in the event a violation occurs. The University's General Counsel or Assistant General Counsel should be consulted to render legal advice to the Student Affairs Officer.

"It is recognized that in the area of speaker policy as in other areas, the administration has no legal power to delegate its basic authority and control over the University to any other person or group. In that connection it is possible that a situation might arise in which the above described speaker policy might have to be suspended and replaced with such action as seems needed and in accord with state and federal constitutional principles as applied to the concrete situation presented. Students representing various points of view, when exercising the privilege to invite outside speakers to the campus, are expected to act as a responsible part of the University community and to exercise the privilege with discretion. In that connection, the speaker's policy is not to be interpreted to concede any absolute autonomy to the student sector if a tense situation arises which clearly involves matters of proper concern to the academic community as a whole."

The Trustees also instructed each campus to establish a Campus Speaker Committee, which shall issue invitations to speakers who will be paid from a fund allocated from student activity fees, and may cooperate with other University organizations in the scheduling of speakers. It shall be the responsibility of the Committee to invite speakers who will insure a balanced speakers program.

"The Campus Speaker Committee shall consist of five faculty members appointed by the Committee on Committees of the Faculty Senate, the President of the Student Government Association, President of the Senior Class, the presidents of five additional student organizations designated by the Chancellor, two representatives of the campus administration designated by the Chancellor, and a representative of the University system staff designated by the President. The membership of the Committee shall be appointed annually."

Policies Regulating Admittance to the Campus

In order that the educational functions of the University not be hindered nor disrupted by persons who have no legitimate reason to be on

the campus, and in compliance with the resolutions of the Board of Trustees, the following policies have been established:

1. The campus, buildings, and facilities of The University of Tennessee at Martin shall be restricted to students, faculty, staff, guests*, and invitees** of the University, except when public events, such as intercollegiate athletic contests, concerts, lectures, and public meetings, are held on campus, at which times the University shall be considered open to all persons desirous of attending such events.

2. All University personnel (students, faculty, administration, and staff) shall provide acceptable identification (I.D. card, fee receipt, etc.) when requested to do so by Safety and Security Officers or other University officials designated by the Chancellor. University personnel who refuse to give acceptable identification shall be subject to appropriate University action.

3. Invitees and guests on the campus of The University of Tennessee at Martin must provide identification and/or qualification if requested to do so by Safety and Security Officers or other University officials designated by the Chancellor. Persons who are unable or unwilling to give acceptable identification and/or qualification shall be requested to leave the campus and, if they refuse, shall be subject to lawful removal and prosecution.

4. Invitees and guests shall observe all University rules and regulations governing the use of and conduct in University buildings and grounds. Violation of rules and regulations may result in lawful removal from the campus, prosecution, and withdrawal of visitation privileges.

5. Campus facilities, such as tennis courts and ball fields, traditionally used by local citizens for recreational purposes, may continue to be so used, except as such use may conflict with programs and activities of the University, its students, faculty, or staff.

6. University students, faculty, and staff shall be responsible for observing and following policies and procedures regulating the bringing on campus of persons who are not students or staff members of the University. Those who fail to do so shall be subject to appropriate action by the University.

Publicity and Public Relations

Departmental and personal items of a newsworthy nature should be reported to the Office of Public Relations for distribution to the news media of the area. Individual faculty members are encouraged to contribute to the public relations posture of the University in appropriate ways, such as accepting speaking engagements, participating in worthy civic activities, and in general assuming the responsibilities of good community citizenship.

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*Guests are persons invited to the campus by recognized University organizations, students, faculty, or staff members for a specific occasion. The host shall be responsible for the actions of his guest or guests.

**Invitees are persons who have official business on campus, such as salesmen, deliverymen, construction workers, students' parents or guardians, etc.

CHAPTER IV

INSTRUCTIONAL AND ACADEMIC POLICIES AND PROCEDURES

Student-Teacher Relationships

General Statement

Faculty members are expected to maintain an effective relationship with their students, and an appropriate sense of responsibility toward the subject matter area in which they are teaching. The good instructor usually helps create favorable attitudes toward the University as well as toward the subject he teaches, and should exemplify the skills, knowledge, appreciation, habits, and attitudes he strives to impart. He is characterized by a desire to understand the student's background and viewpoints, by a sympathetic concern for his problems, by a capacity and willingness to communicate effectively with the student, and by an interest in making subject matter meaningful in relation to the student's needs. However, he should not alter the contents of his courses to satisfy the political interests of a segment of his students, nor for the purpose of intellectual indoctrination.

Introduction to Courses

At the first meeting of the class the instructor should make a deliberate attempt to introduce his course in terms of its contribution to the general objectives of the University and the specific objectives of the course. The content or topics which will be studied should be outlined generally and the kinds of learning activities expected should be described in some detail. A bibliography of textbooks and published materials should be provided and the number and nature of reports should be explained. If notes are expected to be submitted at the end of the course, this should be stated at the beginning. The means of evaluating the course should be explained as well as the quality and quantity of work expected for an average grade.

Student Conduct

The Student Handbook, published annually, contains statements concerning standards of conduct which students are expected to maintain, and disciplinary procedures which may be used when unacceptable student behavior occurs. Faculty are expected to encourage acceptable conduct on the part of students. Some faculty members may be asked to participate in activities of faculty-student disciplinary committees.

Faculty Involvement in Student Affairs

Appropriate faculty members are expected to serve as sponsors, advisers, and chaperons of groups engaged in various extracurricular activities. Such service is regarded as an important part of the individual faculty member's contribution to the institution. All sponsors and advisers of student organizations and activities should familiarize themselves with policies regarding such organizations and activities and in cases of uncertainty should not hesitate to consult the Office of the Vice Chancellor for Undergraduate Life, the Student-Faculty Organizations Board, the Social Policies Committee, or other officials or committees concerned with extracurricular activities.

Academic Advising

General Policy

Normally, when a student is admitted to the University or soon after his first matriculation, the dean of his school will assign to him an academic adviser. The adviser assists the student each quarter in planning his program of courses. The adviser should keep for each advisee a folder containing program worksheets, grade reports, program changes, and other pertinent information. The adviser should see that the advisee takes required courses in proper sequence.

Some Suggestions to Academic Advisers

Academic advisers should become thoroughly familiar with current catalog degree requirements. Most of the schools provide manuals of suggestions to advisers. Some generally applicable suggestions are given below:

1. Freshmen and sophomores should register for required lower-division courses in their respective curricula before taking many electives or upper-division courses. In general, students should take very few 3000- and 4000-courses prior to completion of the 1000- and 2000-courses which are required in their respective curricula.

2. All students are expected to take an English composition course each quarter until English 1110-20-30 are completed. All exceptions should be approved by deans of appropriate schools.

3. All students, unless excused for medical reasons, prior military service, by reason of junior transfer, or for other approved reasons (see current catalog), must complete six quarters of physical education, military science, or some combination of these.

4. Great care should be observed that prerequisite requirements for courses to be taken later are properly met, and that in cases in which two freshman sequences in a subject are available, students take the sequence needed in their specific majors.

5. The normal student load is 15 to 18 quarter hours. Students with weak academic backgrounds may be advised to take less than 15 hours. In no case should a student take a load exceeding 21 hours; this load should be allowed only for exceptional reasons and only if the student has at least a B average.

6. Advisers should be well informed as to the basic requirements of all curricula.

7. Advisers should be well informed concerning regulations on registrations, adding and dropping courses, changes in curricula, changes of advisers, the assignment of grades I, X, WP, WF, and other academic administrative procedures. (See current catalog, memoranda from the Registrar's Office, etc.)

8. Advisers should see that their advisees meet special graduation requirements at the proper time. Examples are submission of applications for senior standing and completion of records for the Alumni Office.

9. Advisers should not hesitate to contact their departmental chairmen or appropriate deans in case of difficulty or uncertainty.

Registration

All faculty members are expected to be available to assist in the orientation and registration processes on days set aside for these processes on the official school calendar. Departmental chairmen will assign registration duties to members of their respective departments; however, a chairman may excuse, for justifiable reasons, a given member from registration duty.

Class Attendance Policy

Class attendance is an integral part of the education experience; it is therefore the responsibility of the student to attend class. The instructor of a course should encourage good attendance by students. He may, however, determine his own attendance policy with the provision that the policy should be reasonable and applied uniformly to all students in the course. It should be explicitly and unambiguously stated in each class at the beginning of each quarter. The Vice Chancellor for Undergraduate Life and the dean of the appropriate school should be notified promptly in a case of excessive absences, especially if the absences are consecutive.

Grading Policies and Procedures

Assignment of Grades

The following marks are used by the faculty to denote the quality of work performed by students:

A -- Superior
B — Above Average
C -- Average
D -- Below Average, but Passing
P -- Passing in a course approved for pass-fail grade assignments.
F -- Failing
WP -- Withdrawal Passing
WF -- Withdrawal Failing
X -- Absent from Final, Passing Otherwise
I -- Incomplete (some course requirements not completed; to denote progress in "self-paced" courses extending over more than one quarter "SP" should be used rather than "I").
E — Condition (failed final, but in the judgment of the instructor, might be able to pass the course if given another final).

"SP" and "N" may be used to indicate progress or no progress in courses which have been approved for extension over more than one quarter. "P" will be used to denote progress on thesis or passing in a pass-fail course. No credit hours will be recorded on the permanent record until such an extended course is completed; "SP" and "P" will not be used in computing the student's quarterly average. Grades of "X", "I", and "E" are automatically changed to "F" at the expiration of designated time limits.

More comprehensive statements regarding the non-credit grades are given in the current catalog.

Examinations

It is expected that final examinations will be given in all courses except those of such a nature as to make written examinations inapplicable. Final examinations will be given in accordance with the schedules published quarterly. Any exceptions must be approved in advance by the Vice Chancellor for Academic Affairs.

Other examinations and tests will be given during the quarter at times determined by the instructor. It is expected that enough examinations will be given throughout the quarter to constitute a reasonable portion of the basis for assigning the overall quarter grade.

All faculty members are expected to take thorough precautions against student cheating on examinations, or in any way allowing the integrity of the examination process to be compromised. Any student found cheating or using any unfair or unlawful means for purpose of deceiving the person in charge with reference to his work shall be

deemed guilty of a serious breach of discipline and shall be reported to the Dean of Students and to the dean of his school.

Reporting Final Grades

The deadline for reporting final grades is normally 24 hours from the time of final examination. (Each instructor is asked to turn in his grades by section as they are completed, rather than wait until all examinations have been completed.) The grade lists must be returned in person and not through the campus mail. All grades are to be returned to the Records Office, Room 103, Administration Building. Final grade sheets are permanent records; they are not to be folded, wrinkled, or mutilated in any way, they should be made as neat as possible, and signed in ink. All students whose names appear on a class roll must have a grade.

Schedules

General Policy

Schedules of classes are proposed in the department concerned and are approved by the appropriate dean approximately two months before the beginning of the quarter in which the schedule is to operate. Schedules are coordinated by the Office of the Dean of Admissions and Records and published well in advance of the opening of each quarter. Schedule changes should be made by chairmen of departments only after clearance with the dean of the school concerned and with the Dean of Admissions and Records. Final examination schedules are normally published at the same time as class schedules.

Textbooks

The teacher or group of teachers who desire to use a given text should make recommendation for its adoption to the chairman of the department concerned. The departmental chairman, if he approves adoption, will file official forms concerning the ordering of textbooks with the Manager of the University Bookstore.

Requests for ordering of textbooks and other instructional supplies should be made well in advance of dates on which they will be needed.

Curricular Changes

The process of adding courses to a curriculum and changing the requirements for majors and minors is normally initiated at the departmental level. The departmental chairman and staff develop course outlines for any desired new courses and prepare statements of the needs or demands to be met by any proposed changes. The recommendation is then made to the dean of the school concerned that the proposed changes be made. The dean of the school, who may be advised by a school committee

on curricula, may approve the proposed changes after consideration of feasibility in terms of staff, rooms, laboratories, equipment, and budget requirements, and if he finds that proposed changes conform to objectives of the school and University and do not constitute an undesirable duplication or waste of effort. He then presents a written request for approval, accompanied by pertinent statements of justification, to the University Committee on Curricula. This request is made through the Office of the Vice Chancellor for Academic Affairs. The Committee on Curricula may approve the requested changes, disapprove them, or refer them back to the school or department concerned for further study. Matters approved by the Committee on Curricula are then presented to the Academic Senate for action. If approved by this body, they become legally a part of the University offerings, subject to the stipulations indicated in the following paragraph.

The addition of new majors and of new degree programs must be formally approved by the Board of Trustees of the University and by the Tennessee Higher Education Commission. The actual offering of new courses is subject to budgetary arrangements, which are made through the normal budget-making process.

Library

The Paul Meek Library is located near the southwest corner of the academic rectangle and houses (in 1974) approximately 157,000 books and bound periodicals. In addition, about 1700 current periodicals and 35 newspapers are regularly received. The library also receives upon publication a selected list of government documents. The goal for new acquisitions is to reach a total of 200,000 volumes by 1978. By 1975 the library will have reclassified all books from the Dewey to the Library of Congress classification.

In order to facilitate the use of the library and to explain the location of materials, a library handbook has been prepared by the library staff and is available at the circulation desk. The library hours are posted at the entrance of the building.

With the exception of reference books, reserve books, and bound periodicals, books are checked out to students for a period of three weeks. Faculty members may check out books for an indefinite period; but, for the purpose of bringing files up to date, once a year each faculty member is sent a list of the books charged to him and asked to return the books or to recheck them. New faculty members should identify themselves to library personnel by means of the faculty identification card.

When particular books are to be in frequent demand for a course, faculty members may have them placed on "Reserve." A Reserve Request Form is sent to each faculty member two weeks before the end of the quarter in order to give ample time for books to be placed on reserve before the beginning of the following quarter. If an instructor so

desires, a reserve shelf may be retained for successive quarters, but unless such a request is made, the books are removed from reserve at the end of each quarter.

Each faculty member is asked to assume responsibility for building and maintaining the library collection in his particular subject field by ordering those books and periodicals which are necessary for outside reading and basic reference materials. Departmental arrangements should be utilized for securing order cards from the library and making book order requests.

Needs should be anticipated far enough in advance of the date the material is to be used to give time for ordering and processing. Orders for new books are sent whenever there is a need.

When books requested by faculty members are ready for circulation, the instructor making the request is notified by return of the original request card.

A special collection of Tennessee material is housed in the Tennessee Room. This collection contains out-of-print material and is chiefly for the use of upperclassmen, graduate students, and faculty. The material does not circulate.

Microfilm, microfiche readers are available for use in the Microfilm Room. Collections of microfilm and microfiche materials are being rapidly developed. A 20,000-volume collection entitled "Library of American Civilization" is available in ultramicrofiche in the Reserve room. A variety of materials for use of faculty and students is available in the Audio-Visual area of the library. The Paul Meek Library is also a select depository for government documents.

Graduate students and faculty members may request that material be secured from other libraries on interlibrary loan. Borrowers should make these requests to the Reference Librarian.

Chapter V

STAFF BENEFITS, OTHER SERVICES, AND FISCAL POLICIES RELATING TO FACULTY

General Statement

It is the desire of the University to make available to faculty members various services and facilities that promote a feeling of social well-being. Complete details regarding staff benefits are found in the handbook, Benefits and Services Available to Faculty and Staff of The University of Tennessee, available in the Office of Personnel Services. The following is a presentation of the more important features.

Health, Accident, and Hospitalization Group Insurance Plan

Faculty members may participate in a University approved group insurance plan through the Provident Life and Accident Insurance Company of Chattanooga. A full-time faculty member (for this purpose defined as working 30 hours per week, or 75% time) may apply for insurance under three coverages: (1) the basic joint contributory hospitalization, life insurance and special accident; (2) long-term disability insurance; (3) optional additional special accident insurance. If the faculty member desires coverage under one or more of these three policies, he should complete the required application forms on each policy. Application forms are available at the Personnel Services Office.

A new faculty member is eligible for coverage after completion of one month of employment, provided applications are properly signed and processed. He will be insured on the first day of the calendar month coinciding with or following completion of one month's service. If application forms are not completed for the employee and his dependents within 60 days of the date of employment, they are treated as late applicants, and the following rules are applicable as of July 1, 1973.

1. Evidence of insurability (physical) will be required if any of the following conditions exist:

   a. Employee or spouse is over 40 years of age
   b. Life insurance is $10,000 or more
   c. Coverage has been declined previously for employee or dependents.

2. Persons who meet all of the following conditions can be covered without evidence of insurability after a waiting period of three months starting with date of application.

a. Employee or spouse has not reached 41st birthday
b. Life insurance is less than $10,000
c. Coverage has never been declined for employee or dependents.

Those who carry this insurance may make a change of dependency coverage whenever warranted, cancel the insurance by giving written notification, or convert the basic hospitalization policy when they terminate active employment with the University. The University pays one-half of the total cost of the Basic Group Hospitalization Insurance Program (coverage 1 above).

Claim blanks are available at the Personnel Services Office. Premimums are handled through payroll deductions.

Blue Cross coverage is also available for those desiring it, although the University does not match the premium payments. Information on Blue Cross insurance is available in the Personnel Services Office.

Long Term Disability Insurance

Long-term disability insurance is also available to full-time faculty members. This plan provides monthly payments for sickness up to five years and for accidents, to age 65. This monthly benefit is dependent upon the basic annual compensation of the faculty member. The benefits under this program start on the 91st day of disability.

Comprehensive General Public Liability Insurance

The University carries this insurance in the event of injury to non-employees due to negligence on the part of University employees or defectiveness on the part of the University buildings, campus, or equipment.

Workmen's Compensation

Although the University was formerly covered by Workmen's Compensation Insurance, recent changes in Tennessee law have required that the University discontinue this coverage, and that benefits for employees injured in the line of duty be paid through the State Board of Claims.

In order to take advantage of such benefits, accidents must be reported immediately. The accident report should be in writing and should cover all basic details relating to the accident. Personnel should send reports to the Personnel Services Office through the departmental chairman.

Waiver of Fees

The following provisions, applicable to the faculty, apply to waiver of fees while attending courses within the University.

Fees are not waived for part-time instructors.

All full-time faculty and staff members who are eligible to take graduate courses offered at Martin may do so with waiver of fees not to exceed two courses (six hours) of graduate credit during any quarter in which they are a member of the faculty or staff.

Fees for undergraduate courses may be waived if the undergraduate course is taken for graduate credit or when the undergraduate course is prerequisite for a graduate course or degree.

Full-time instructors may take up to 15 quarter hours during the Summer Quarter with waiver of fees, if they are not teaching during the Summer Quarter and if they are employed by the University for the following school year (September - June).

Any full-time staff member who has been employed for six months or more may take one undergraduate course (usually three credit hours) each quarter, with waiver of fees, provided he is academically eligible and takes the course on his own time. The employee must work the regularly prescribed 40-hour week during each week in which the course is pursued.

Subject to the provisions stated in the preceding paragraph, an employee may select from among the courses offered at the Martin campus. Waiver of fees does not apply to non-credit courses taken by an employee.

Assistant professors and above, or those in equivalent administrative ranks, may attend courses with the approval of the course instructor. It is not necessary to register formally in such cases.

Other Regulations Relating to Waiver of Fees

Spouses and Children of Full-Time Faculty Members

Spouses and children of full-time faculty members will be immediately classified for fee purpose as in-state students and are not required to wait one year to meet the in-state residence requirements for taking courses at any University of Tennessee campus. For purposes of such classification, a full-time faculty member is defined as a person holding an academic appointment with the title of Dean, Department Head, Professor, Associate Professor, Assistant Professor, or Instructor, or employed on a regular full-time basis at an annual salary of $10,000 or above.

Full-Time Employees of the University Who Reside Out-of-State

All regular full-time employees (exclusive of full-time student employees), who may be classified as out-of-state residents for fee purposes may receive a fee-waiver remission of fees for the difference between out-of-state fees and in-state fees. All full-time employees may, of course, take one three-hour course each quarter or semester for credit with full remission of fees. Full-time employees may also take up to six hours graduate credit each quarter or semester with full remission of fees.

Payment of Dues in Professional Organizations

Normally the University will not pay the dues of a staff member for him to belong to a professional organization. However, exceptions can be made under the following circumstances:

1. In those few cases where the professional organization does not provide for institutional memberships and where membership would be of value to the University, or

2. Where institutional memberships are very costly and thus the membership advantages would be most economically attained if carried in the name of a staff member.

If, in the Chancellor's opinion, one or both of the above criteria apply, and he desires to have his campus pay the staff member's dues, he should certify the dues invoice indicating thereon that he has investigated this organization and indicate the manner in which circumstances meet the specified standards. Upon such certification, the dues may be paid.

U. S. Savings Bonds

Staff may purchase U. S. Savings Bonds on a regular basis under a payroll deduction plan. Application forms are available at the Personnel Services Office.

Bookstore

The Bookstore, located in the University Center, makes available to students, faculty, and departments required books, supplies, and materials. Profits from its operation help finance student programs at the Center. A ten percent discount is available to faculty members on purchases of one dollar or more. In the event an item for departmental use is not available in the Central Store, it may be "charged" at the Bookstore.

Monthly Checks

Checks are placed in campus mail by the Business Affairs Office the last day of the month unless that day is Saturday or Sunday, in which case checks are mailed Friday. The check stub lists deductions and serves as an important record to preserve for tax needs, etc.

Campus Telephone Directories

Telephone directories are available from the PBX Operator.

Parking and Traffic Safety

The rapid growth of the UTM Campus, the large increase in students and faculty, and tremendous growth of vehicular population, make necessary some control and restriction on movement and parking of cars on campus.

No traffic safety and parking control plan can work well unless vehicles are registered. Therefore, all who operate vehicles on campus are required to register their vehicles with the Safety and Security Department. A set of registration decals will be provided at a cost of $5.00 for each new faculty member. The decals will be affixed to the driver's side of front and rear bumpers. Registration decals for bicycles may be purchased for a service fee of $0.50.

Campus traffic and parking regulations are determined by the UTM Parking Authority which is composed of faculty, students, and law enforcement officers. A copy of these will be furnished at the time of vehicle registration.

Your cooperation in the maintenance of traffic safety is sincerely solicited.

Use of University Buildings and Keys

Keys for outside and inner doors of appropriate buildings will be issued to authorized persons by the Safety and Security Office upon the completion of necessary forms and approval of the appropriate departmental chairman, dean, or director. Keys shall be returned to the Safety and Security Office when an employee leaves active service of the University or will be absent from campus for an extended length of time (for example, a year's leave of absence).

When receiving keys a faculty member signs a statement agreeing to abide by the following regulations:

1. To take precautions that no duplicate keys are made from those issued to him;

2. To be responsible, on entering or leaving a locked building or area, to see that any doors unlocked are properly secured;

3. To assume responsibility for conduct of any and all persons whom he may admit to a building.

Equal Employment Opportunity

It is a policy of The University of Tennessee at Martin that no discriminatory hiring and employment practices be maintained, that affirmative actions be taken to insure that qualified and qualifiable applicants are employed, and that employees be placed, trained, upgraded, promoted, and otherwise treated during employment without regard to race, creed, color, national origin, or sex. A formal affirmative action plan has been implemented by the University that provides grievance procedures in the event a faculty member feels he has been the victim of discrimination. Questions concerning this policy should be directed to the Vice Chancellor for Academic Affairs, or to the Director of Personnel Services, if appropriate.

Purchasing

For purposes of efficiency in administration and management, the responsibilities for purchasing supplies, materials, and equipment from outside vendors for all University departments have been centralized in the Purchasing Department within the Business Affairs Office. The assistance thus rendered is designed to relieve faculty and other personnel of most of the details involved in procurement. The University will not assume responsibility for purchases other than those made through established procedures. The Purchasing Department will receive all bids and enter into all negotiations with suppliers unless special arrangements have been made otherwise.

Steps necessary to initiate a purchase:

1. A requisition form is prepared and approved by the dean or budget departmental chairman.

2. Original is forwarded to the Business Affairs Office along with copies of any previous correspondence related to the proposed order.

3. Requisitions are necessary for all items or orders amounting to $10.00 of more.

4. Anticipate needs well in advance. When applicable, time must be allowed for bids. Suppliers must have time for filling, packing, and delivery. Experience has proven that rush orders are expensive. Allow a minimum of ten days on smaller items and 30 days or more on items requiring bidding. Emergency orders will be handled in the fastest possible manner, but from a practical standpoint they are to be avoided

if at all possible. Special arrangements to fit the varying needs and departmental conditions for orders of less than $10.00 will be made by the Purchasing Department upon request. In some cases, standing orders or blanket orders are more satisfactory.

Equipment Inventory Control

The Business Affairs Office is responsible for inventory of all movable equipment that is property of the University. All equipment is to be identified by an appropriate University identification tag.

Inventory records indicate identification of the item, cost, source, date of purchase, department, and location.

Each department is subject to verification of all inventoried equipment at least once each year.

Equipment abandoned by a department in moving to new quarters, or otherwise, becomes general University property and may be reassigned to other departments on a need basis by the Business Affairs Office.

Equipment no longer needed by a department is to be reported in writing, giving complete description, to the Business Affairs Office for disposition. Any income from the sale of such items will be credited to the department.

Identification Cards

It is expected that each University staff and faculty member secure an identification card bearing a color photograph and other identification information. This card is necessary for use of the library and is useful in identification for cashing checks and similar purposes.

ID cards are provided by the Printing and Duplicating Department. There is no charge for the original; a small charge is made for replacements. The ID card remains the property of the University and is to be surrendered upon termination of employment.

Printing and Duplicating Services

Central printing and duplicating facilities are available to all departments. The department is equipped to provide typesetting, offset printing in colors as well as black and white, and fast economical copy service for most types of materials.

A stock of paper supplies, card stock, envelopes, etc., is maintained to speed up service. Collating, punching, corner rounding, stitching, plastic and tape binding, padding and folding equipment is available to provide added services as needed.

Charges to departments for printing and duplicating are handled on transfer vouchers and usually are materially less expensive than outside printing.

Departments in need of such services are expected to avail themselves of services offered by campus facilities whenever possible.

Physical Plant

The Physical Plant Department serves faculty and students by helping to keep the University campus neat and orderly and by keeping buildings and equipment clean, repaired, and in operating condition at all times. The Department has workmen to serve the University in the following areas:

Carpentry
Electrical Maintenance
Heating and Air Conditioning
Housekeeping
Painting
Plumbing

The services of these workmen may be obtained by calling the Physical Plant Office. The regular working hours are from 7:30 a.m. to 4:30 p.m. on week days and from 7:30 a.m. to 12:00 noon on Saturdays. The office hours are from 8:00 a.m. to 5:00 p.m. on week days.

Requests of emergency nature should be reported to the Physical Plant Office where they will be routed to the proper person to be handled as quickly as possible. Calling for a particular person frequently delays action on a call. For emergencies outside regular working hours, call the central heating plant (7501). If the heating plant is not operating and there is no answer, call the security office (7222). The person answering at either of these numbers will contact the proper person to handle the emergency.

Other requests such as major repairs, improvements, alterations, installation of equipment, etc., should be made by the chairman of the department or by the person responsible for the building for which the request is being made.

Requests for construction of new equipment or any alteration in buildings should be in writing and accompanied by a sketch or drawing showing the dimensions and material to be used. Physical Plant Personnel will make and submit a written estimate with description of the work to be done. Alterations, improvements and construction of new equipment are normally charged to the department requesting the work. After the department chairman signs estimate authorizing the work, it is scheduled. This request must be approved by the departmental chairman and by the Vice Chancellor for Development. Requests which involve labor only should be scheduled with the Physical Plant Office at least three days in advance.

Damaged furniture should be set aside to prevent further abuse. Report immediately to the Physical Plant Office. Requests for purchase of new equipment must be made through the departmental chairman.

For an unusual request pertaining to housekeeping service which cannot be handled by the departmental chairman, the housekeeping supervisor should be contacted either directly or through the Physical Plant Office.

The Physical Plant Department needs faculty assistance to receive cooperation from the student body in such matters as protection and care of school property. In an effort to protect the finish on walls, doors, windows, floors and other surfaces, your cooperation is requested in complying with the following University rules:

1. No smoking in classrooms.

2. Do not attach notices or other items to doors, windows, or walls with scotch tape or thumb tacks. Please use bulletin boards.

3. When pictures, maps or other displays are to be hung, call the Physical Plant and request that the work be done.

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